As part of an innovative change agenda across the University, a new in-house staff on-boarding system has been created and is now live and active.

The following information is provided to give an overview of the new staff On-Boarding system:

**Step 1)** Once the RFO has been fully completed and approved the candidate is sent an email and text message with login details in order to accept the offer of employment.
Step 2) Once the candidate has logged in the below page is shown containing: Curtin values; Why I choose to work at Curtin video; contract for review; terms and conditions; and contract acceptance.

Step 3) Review contract.
Step 4) Once the candidate has reviewed the contract and agreed to terms and conditions they can then accept the offer and provide any required employment information.
Step 5) The staff member receives a congratulation message and email with the contract letter attached.

Step 6) Once the staff member has been on-lined by HR the staff member and Line Manager will receive a notification of staff ID number and important information for new employees.
Dear Griffin

Welcome aboard!

Your staff ID is 1234567. You may use your staff ID 24hrs from now to activate your account in Curtin’s staff portal: http://staffoasis.curtin.edu.au

Activating your account will give you access to a number of Curtin resources.

We look forward to you joining on 16 Jan 2015

Important information for new employees:

- Bentley campus map
- Parking information
- Curtin’s values and signature behaviours
- Compliance and integrity at Curtin

Kind Regards,
Human Resources
Curtin University

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